Using eXtension- 4-H Volunteers

These instructions are for accessing the eXtension system for the volunteers enrolled in the 4-H Youth Development Program of the Montana State University. *For use by Montana 4-H only – please do not post this document publicly online.*

Creating an Account in eXtension

1. Individual volunteers need to create their own account. *Each volunteer must have their own email address.*

2. Go to https://campus.extension.org/.

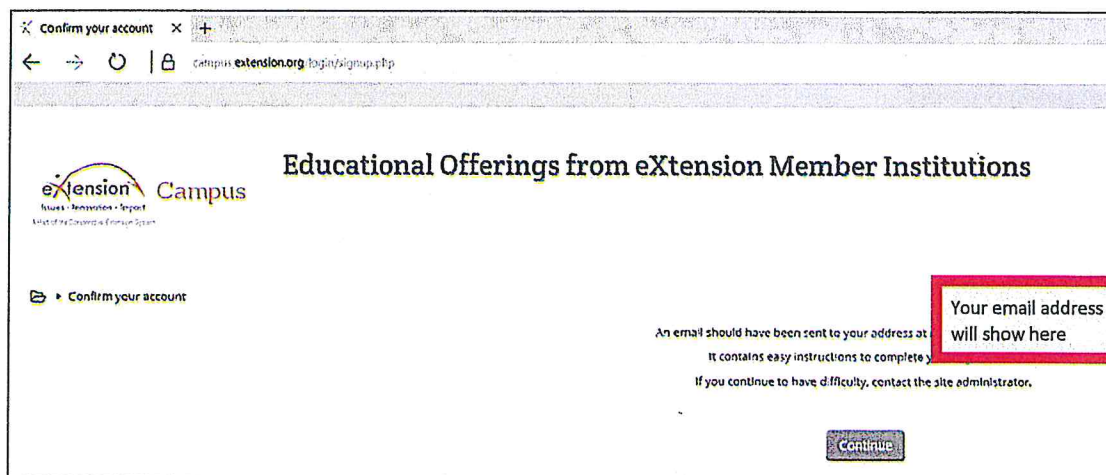3. Click the "Create New Account" link at the bottom of the login box on the left side of the page.

4. Create your User Name, Password, and the email address that you want associated with this account. An email address can only be associated with one account. If multiple volunteers (example, a couple – both 4-H volunteers – with one email address) with one address will be accessing the orientation course, enter the first name of both, ex. JackJill. In the demographics section, fill in the information indicating that you are NOT an eXtension Employee.
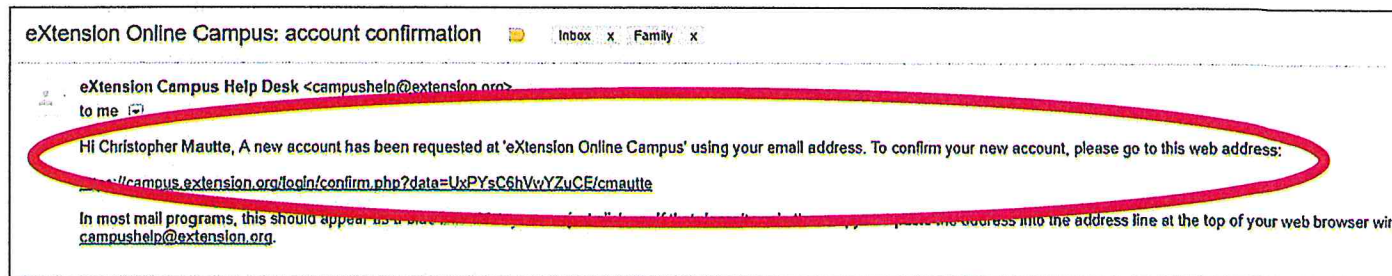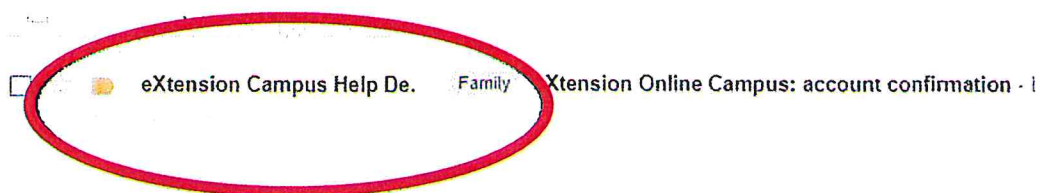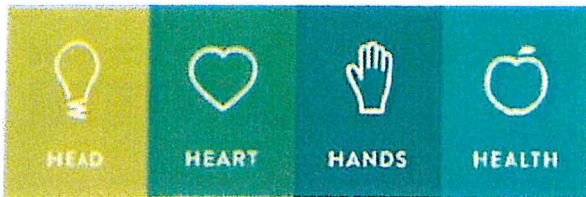
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5. Once you submit the information you will see the "Confirm your account" page that asks you to go to your email for instructions to complete your registration.

6. Go to your email and click the link provided to confirm your account. You must click the link in the message to confirm your account and access courses.

7. ==Keep your login information in a safe, easy to access place.==

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Registering for courses

Now that you have created your account, the following instructions will help you register for courses that you desire and/or are required to take.

1. For ALL Montana 4-H required courses, you will need to register for the course using your county enrollment key. You can request the enrollment keys through the following survey:

   http://bit.ly/2InO3j3

   Enter the email address you used to set up your eXtension account. Go to your email for your county enrollment key.

2. Go to https://campus.extension.org/ and login to your account.

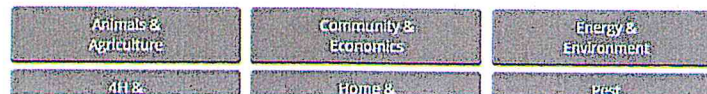3. In the search box, type, "Montana Volunteer" and click "Go".

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Find courses by browsing the categories below, or search by name or keyword:

Search courses: Montana Volunteer   Go

Animals & Agriculture   Community & Economics   Energy & Environment

4H &   Home &   Pest

4. At the time of writing this guide, there is one search result. Click on "Montana 4-H Volunteer Professional Development"

Search results: 1
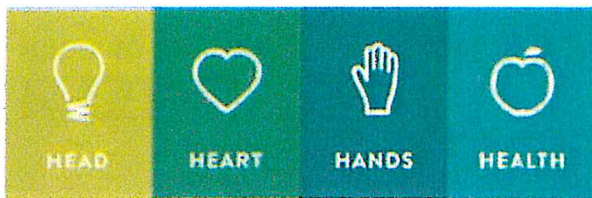
Montana 4-H Volunteer Professional Development

Montana 4-H: Meghan Phillippi

Montana 4-H: Catherine Schafer

Montana 4-H: Millie Veldkamp

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5. In the "SELF ENROLLMENT" box, enter your county enrollment key as shown below and you can begin taking the course.

Enrollment options

Montana 4-H Volunteer Professional Development

Montana 4-H: Meghan Phillippi

Montana 4-H: Catharine Schafer

Montana 4-H: Millie Veldkamp

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Self enrollment (4-H Volunteer)

Enrollment key | ☐ Unmask

6. After you complete each module, close the window and select the next module. Each module will take 10-15 minutes to complete. You may complete them all in one sitting, or at different times, as your schedule allows.

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